



Hollinsclough C of E Academy

Gifts & Hospitality Policy 2019

Mission Statement

To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community. We guarantee accessibility and availability to all.'

Developing potential

Definitions

What is hospitality

Hospitality is the offer of food, drink, accommodation, entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.

What is a gift

A gift is any item or service that you receive free of charge. It also includes any goods or services which you personally are offered at a discounted rate or on terms not available to the general public.

Aims

This Policy aims to lay down the principles which will enable our academy to meet the expectations of the **Nolan Principles** and to protect both the academy and linked individuals from misunderstanding or criticism.

Inevitably some issues will affect Governors and senior post holders more than others; some breaches of the policy may be regarded more seriously for those in such positions.

This policy applies to all staff and governors on gifts and hospitality.

Why do we have guidance on gifts and hospitality

The conduct of any member of our staff or our governing body should never lead anyone to question individual motives, or interests, or to lead anyone to think that individuals in positions of power could or have been influenced by gifts and hospitality. This is important because of not only the impact on the individual's personal reputation, but more importantly the reputational damage to our academy which could be seriously compromised in its future activities by such actions. (See **Risk Management Policy**)

It is also a criminal offence to demand or accept a gift or reward in return for business with the academy. This means that prosecution by the Police could occur.

What gifts or hospitality can be accepted without any approval

Staff are permitted to accept gifts and hospitality, which are small gestures (usually from children) and have a value of **£20.00** or less, without the approval of the Principal. Gifts and hospitality of this nature do not need to be recorded in the school's Gifts and Hospitality Register.

What things should I think about before I decide what to do

All staff and governors should treat with caution any offer of gift or hospitality made to them personally. In particular, individuals need think about whether there is a benefit to the academy in accepting either the scale, amount, frequency and source of the offer, in addition the timing of the offer in relation to forthcoming decisions and whether accepting the offer could be misinterpreted as a sign of our academy, supporting or favouring another business or individual, without applying the normal due-process.

What gifts or hospitality need approval from the Principal / Chair of Governors

Any gift or hospitality which is more than just a token, defined as a having a value of more than **£20.00**, should be politely refused or returned. Staff must have the prior written approval of the Principal if they are to decide to accept something which has more than this value. This should only be in exceptional circumstances. If you or our Principal have any concerns or doubts about the public perception that might be attached to accepting any gift or hospitality, then this must be referred to the Chair of Governors.

What gifts or hospitality should never be accepted

- cash or monetary gifts
- gifts or hospitality offered to a husband, wife, partner, family member or friend
- gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process
- Lavish or extravagant gifts or hospitality, even if they relate to activities in your own time

What should be done if a gift is received without warning

If an individual estimate of the gift it is seen to be more than just a token, the gesture should politely and courteously declined and draw the attention of the person making the offer to the existence of this policy.

If it was felt that it would not be appropriate to do this, this should refer the matter to your Principal as soon as possible and let the Principal decide what should be done with the gift. The Principal may decide to return the gift, or ask the Chair of Governors for a view, or may donate the gift to a worthy local cause.

What should be done if an individual is offered a gift or hospitality

You must make sure that all offers received that have a value of more than **£20.00** are recorded in the academy's Gifts and Hospitality Register, which is kept in the school office.

Record of offers - even those that are declined

Yes – all offers of gifts or hospitality, which have a value of more than **£20.00**, must be recorded in the academy's register, even if these are not accepted.

What should be done if in doubt

If in doubt, refer the concern to the Principal. It is the responsibility of all staff and governors to follow the academy guidance on gifts and hospitality and to justify why a gift or hospitality offered to you was accepted.

What would happen if an individual did not follow the guidance

The academy will take disciplinary action against an individual(s) if they failed to follow the guidance. It is also a criminal offence to demand or accept a gift or reward in return for business with the academy. This means that prosecution by the Police could occur.

Implementation of this procedure / policy

Our academy will manage implementation of this procedure / policy with the support and guidance of recognised bodies relating to it.

General

This procedure / policy and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

Signed... ***Justin Wilson***

Designation: Chair of Governors

Date... January 2019

Signed..... ***Janette Mountford-Lees***

Designation: Principal

Date... January 2019

This policy is to be reviewed by Governors each year usually during autumn term and amended accordingly and in line with the direction offered by our auditors and legislative direction